Lexmark

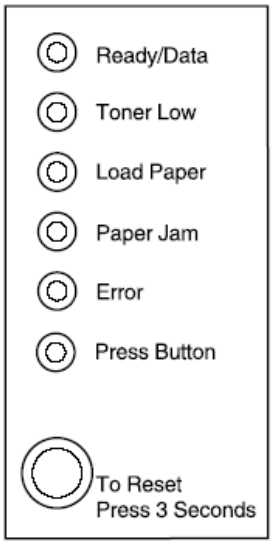
E320
User Guide

Turning the printer on and off

1-The power button is located on the left side of the printer.

Using the operator panel

1-The operator panel has 6 lights and 1 **operator panel button**.



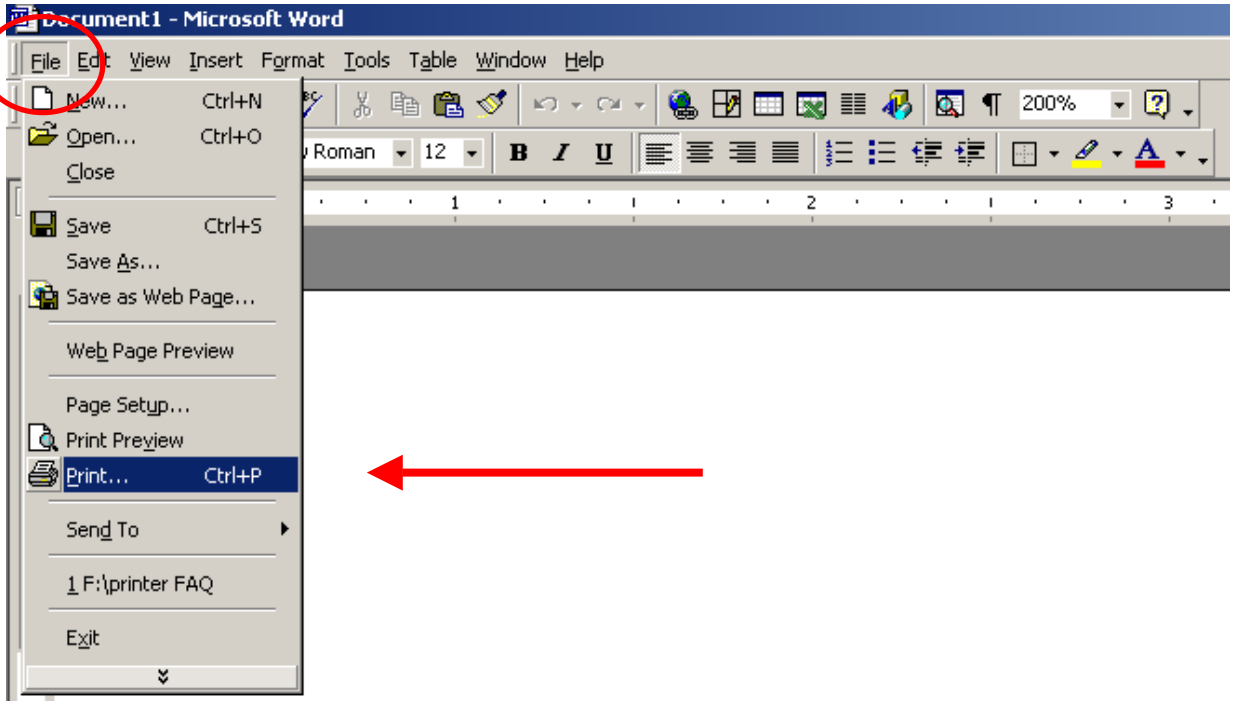
When the:	The printer:
Ready/Data light is on	is ready to receive and process data.
Ready/Data light is blinking	is busy receiving or processing data.
Toner Low light is on	alerts you the toner is getting low.
Load Paper light is on	prompts you to load media in tray 1, manual feed or tray 2 (if installed).
Paper Jam light is on	detects a jam.
Error light is on	cover is open or the print cartridge is not installed.
Press Button light is on	prompts you to press the operator panel button.

Printing

1- Load paper with the **top** of the page **pointing down, facing you** in the tray as shown.

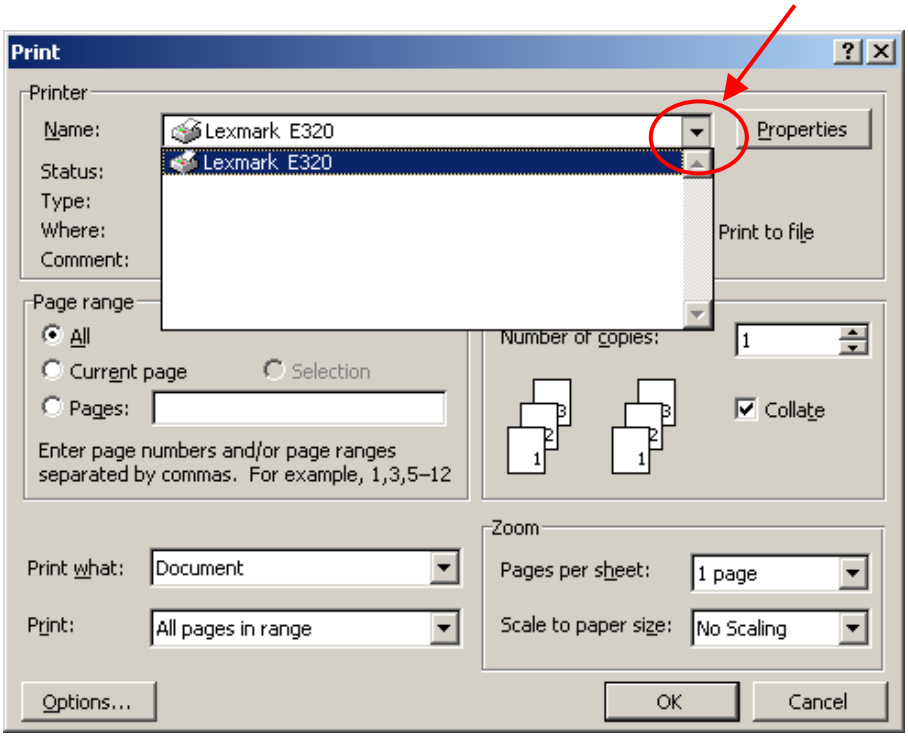
2- From your software application, open the file you want to print.

3- Click **File** to open the file menu.

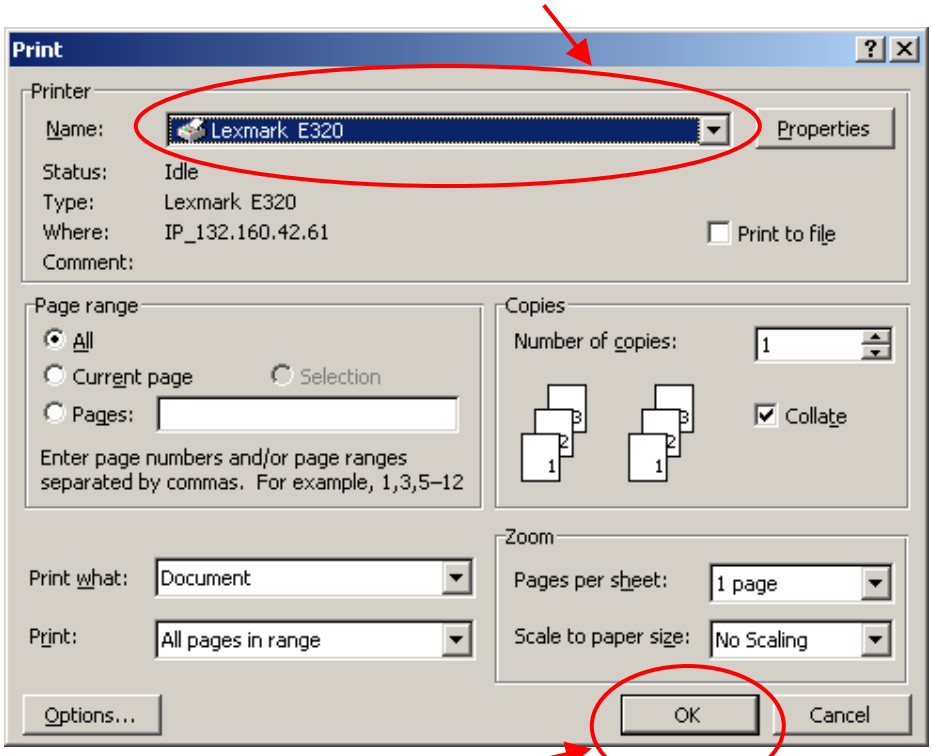


4- Click **Print** to open the printer menu.

5- If necessary, click the pull down menu and select the **Lexmark E320** Printer.



5- Verify the correct printer is selected in the dialog box.



6- Click **OK** to print your document.

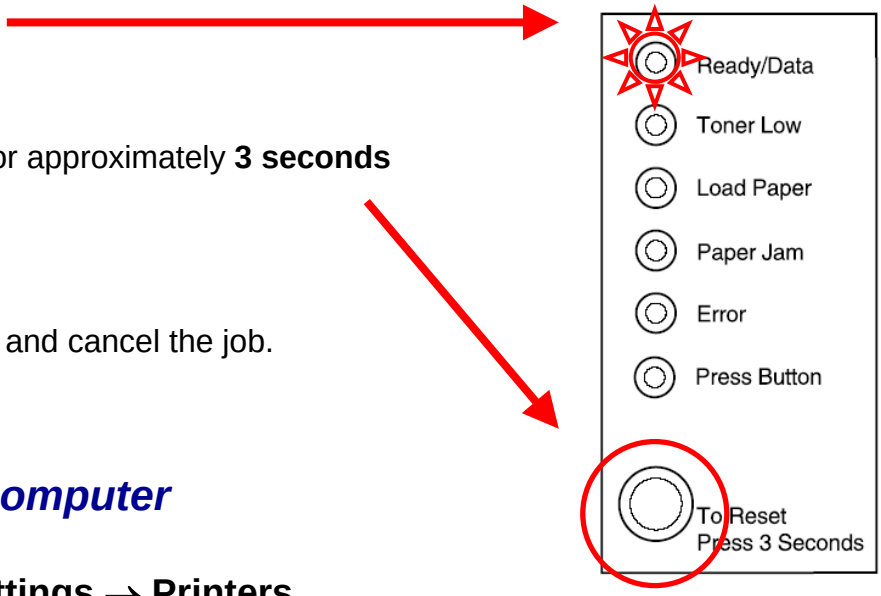
Canceling a print job

From the printer operator panel

1- If the job you want to cancel is printing and the Ready/Data light is blinking,

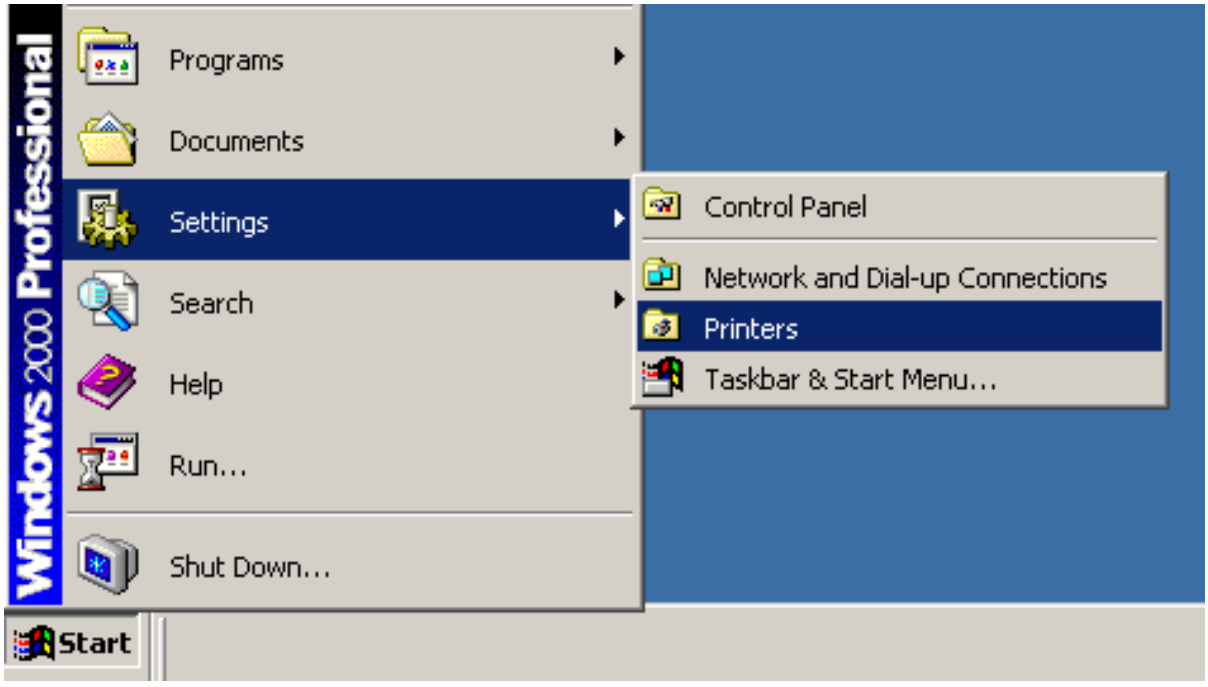
Press the reset button for approximately **3 seconds**

This will reset the printer and cancel the job.

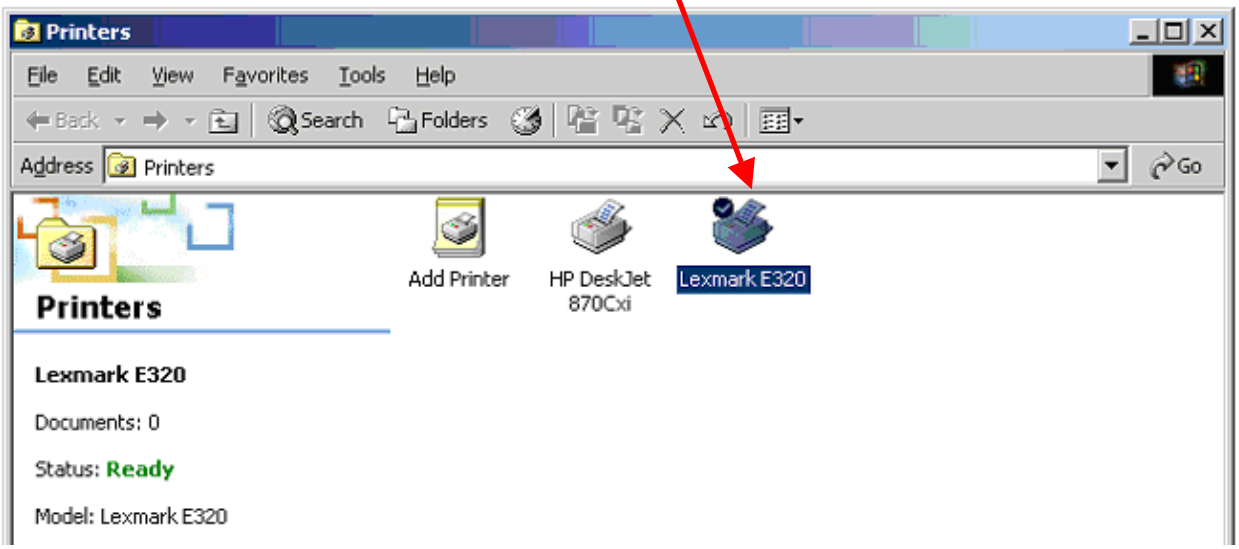


From a Windows computer

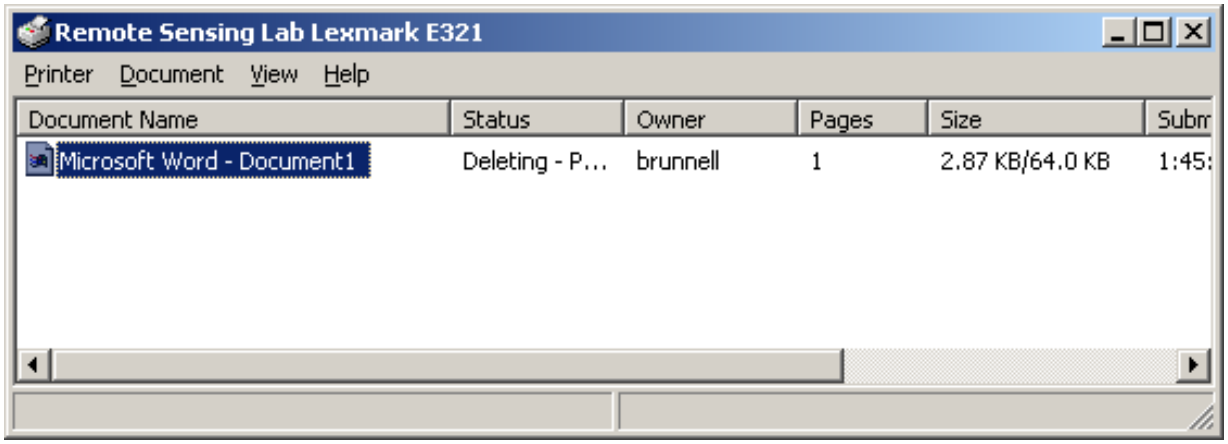
1- Click **Start → Settings → Printers**



3- A list of available printers appears. Double-click the printer icon you are using to print the job.



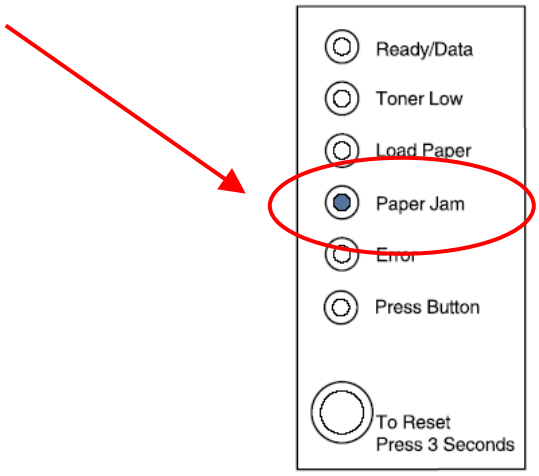
4- A list of print jobs appear. Click the job you want to cancel. Press the delete key.



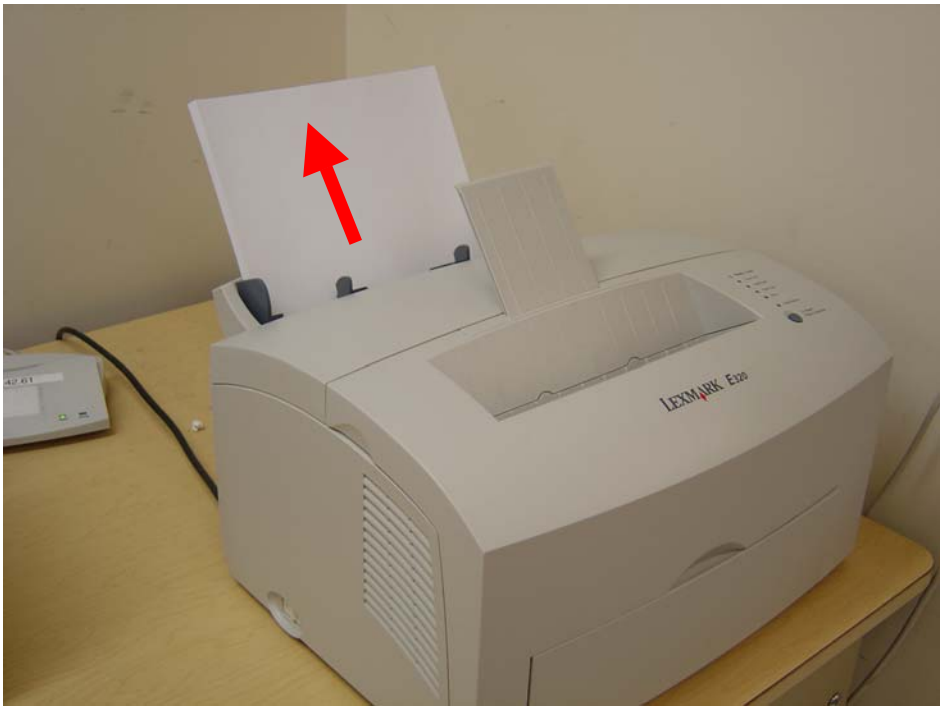
Clearing paper jams

In Hawaii, due to the high humidity, paper can absorb moisture from the air. Moist paper can stick to each other causing paper jams. To avoid paper jams be sure to use fresh, dry paper.

If print media jams in the printer, the Paper Jam light prompts you to clear the paper path.



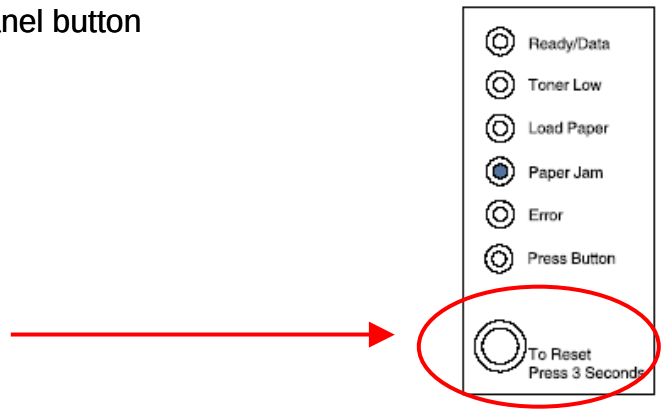
1- If media has just started to feed from the tray when the jam occurs:



Solution-

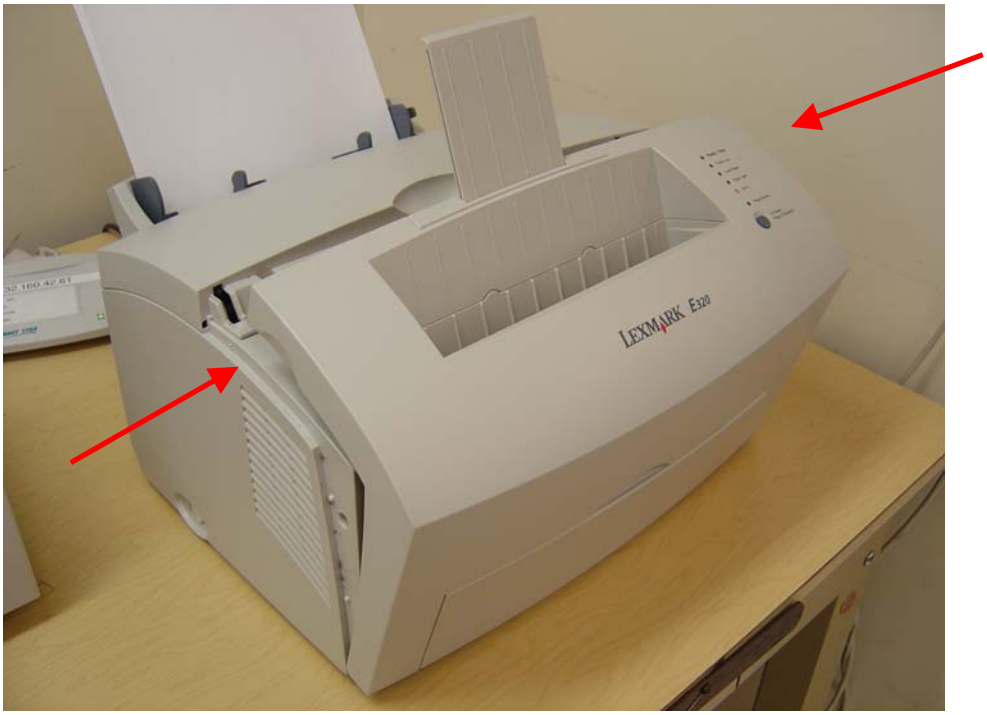
A -Pull the media out of the printer by pulling straight up

B -Press the operator panel button to resume printing.



2- If the jam occurs inside the printer:

A- Grasp the finger tabs on both sides of the printer cover and pull toward you.



B- Grasp the cartridge handle and pull the print cartridge **straight up** and then **towards you**.

CAUTION: Handle the printer cartridge carefully and avoid touching it. **IT MAY BE HOT**!

C- Set the printer cartridge down carefully.

D- Carefully remove the paper.

E- Reinstall the print cartridge and close the cover.

2- If the media is jammed tightly behind the roller, or if you just can't get a grip on it.

A- Open the front output door by pulling on the center tab

B- Pull out the paper.